

List of Monthly Reporting Documents

- **Monthly Report**(original hard copy signed by authorized personnel)
- **Invoice Worksheet** – excel doc
- **Supplemental Worksheets** – excel doc (if applicable)
- **Receipts, Invoices, Cancelled checks** (keep available if requested)
- **Employees' Timesheets** – excel doc (if applicable)
- **Payroll registers**
- **Appendix A documents to verify expenses** – copies of costs records
- **Appendix A documents to verify deliverables** – copies of program records (provide all listed supporting docs in deliverables section)
- **Narrative** (summary of grant activities, e.g. events dates, success stories, challenges, corrective actions, etc.)